

**RECEIVED**

**JAN 19 2021**

**CELINA CITY SCHOOLS**

January 19, 2021


Dear Dr. Ken Schmiesing,

Last year my husband and I had a trip planned to go to Hawaii in April, which was cancelled due to COVID Restrictions at the time. Then the trip was rescheduled for July, which was cancelled yet again due to COVID. Now, the trip is rescheduled for February, and as of right now the trip is still a go. I am asking for February 22-26, 2021 off of work to take this trip with my husband to celebrate his 38th birthday. I have already used two of my personal days in September due to an out of state wedding, so I am asking for my last personal day to be used with 4 deduct days to cover my time off for this trip. If you need anything else from me, please do not hesitate to ask.

I appreciate your time in considering my request.

Sincerely,

Kristen Kerns

A handwritten signature in dark ink, appearing to read 'Kristen Kerns', with a long horizontal line extending to the right.

Celina High School Secretary